

NOTICE OF JOB ANNOUNCEMENT

CITY OF STEPHENVILLE

POSTING DATE: July 31, 2015

DEPARTMENT: Planning & Building Services

JOB TITLE: Director of Planning & Building Services

STARTING RATE: Depending on Qualifications

BRIEF DESCRIPTION AND QUALIFICATIONS:

The **City of Stephenville** is currently accepting applications for **Director of Planning & Building Services**. This position plans, directs and reviews all activities and operations of the Community Development Division including zoning, building inspections, code enforcement, and food service inspections; Work requires preparation of departmental operating budget; requests including personnel services, capital outlays and the effective management thereof. Conducts special studies and projects as assigned by City Administrator; assists division directors in development and maintenance of special projects. Distribute and review Board of Adjustment applications, prepare and present staff reports for preliminary and final plats of proposed subdivisions; and review and process street cut permits. Position also requires staff reports for the City Council on Planning and Zoning Commission recommendations; Serves as secretary to Planning & Zoning and Board of Adjustment; considerable public contact with builders, contractors, and the public seeking information about zoning and code enforcement; review and administer City policies and procedures while communicating such policies and concepts both verbally and in writing. Participate with a variety of boards and commissions to plan and promote capital improvements and expanded services.

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college or university with major course work in business administration, public administration or related field
- Knowledge of Federal, State, local policies, procedures, laws, and regulations
- Budget preparation
- Must be able to communicate well, project and plan for future and maintain cooperative relationships with others contacted in the course of work
- Possession of an appropriate, valid Texas driver's license

Experience:

- Five (5) years increasingly responsible experience in community development related operations including two (2) years of administrative and supervisory responsibility

CLOSING DATE: Applications will be accepted until position filled. Position may close without notice.

CONTACT:

To apply for this position, please submit a completed City of Stephenville application, current resume, personal history statement, letter of intent, and five professional references to:

Sheryl Truss, Human Resource Manager
298 W. Washington
Stephenville, TX 76401

For more information, please call 254-918-1221. Applications can be downloaded from www.stephenvilletx.gov, or picked up at City Hall, located at 298 W. Washington, Stephenville, TX 76401.